

Garrett-Evangelical Theological Seminary

Safety & Emergency Management 2013-2014

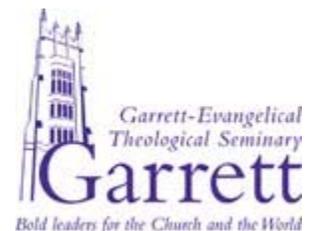


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Introduction and Purpose

A crisis or potential crisis situation may arise on any day and at any hour with little or no warning. At Garrett-Evangelical, we can prepare for a crisis even if it can't be prevented or predicted. When a crisis does occur, it is often too late to develop a logical, well-conceived plan and to identify the key personnel needed to minimize potential problems.

During any crisis situation, our primary goal is to act immediately to protect the lives and health of employees and students from real or possible dangers, and to use available resources effectively in achieving this goal.

Crises often evolve over a period of time, and it is important to identify them as early as possible so that we have a better chance of resolving them. Early warning signals of impending crises should be identified so that employees can be trained to look for and report such signals. How Garrett-Evangelical handles an occurrence or threat can affect individuals and property and can determine how the community, students and the media perceive Garrett-Evangelical, both on a short-term as well as a long-term basis.

While we have covered a variety of different contingencies and scenarios, this document is, in no way, intended to serve as an exhaustive list of possible crises nor plans to address every possible contingency.

This crisis plan is intended to:

- provide a proactive and comprehensive method of action in the event of an incident that endangers or threatens the safety of Garrett-Evangelical students, faculty, administrators, staff or property.
- provide guidelines for assessing needs, ensuring safety and providing effective communication.
- address actual and possible emergency conditions.

This plan is divided into two major sections – operational procedures and communications procedures – which, together, will help protect the lives of our staff and students and preserve the integrity of the seminary during any crisis situation or threat to the seminary's reputation and image. Effectively handling a crisis situation requires information found in both of these sections. Although a crisis plan provides a useful roadmap through the chaotic first minutes and hours of a crisis, the actual course of events may require us to react differently than we might anticipate.

The operational section of the plan deals with specific types of incidents such as fires, medical emergencies and utility failures and provides guidelines for responding to these situations to ensure the safety and well-being of our staff and students. The second section outlines procedures for both internal and external communications during these types of situations.

This document is for use by the campus community as a reference for crisis and emergency situations on the Garrett-Evangelical campus. Please note that this document provides guidelines only. In many cases, other written materials exist that outline more specific procedures for certain incidents. In these cases, the more specific procedures should be followed. Those using this plan should become familiar with its contents and should keep the plan in an accessible location at all times. In the event of an emergency, it will serve as a reference for effective action.

Definitions

Crisis Management: The efficient and effective handling of emergency situations to minimize injury to people and damage to property and/or to preserve Garrett-Evangelical's reputation, integrity, and image; the management of operations during the crisis to the degree that the events can be managed.

Crisis Communication: The effective communication to internal and external audiences during an emergency situation to minimize injury to people and damage to property and/or to preserve Garrett-Evangelical's reputation, integrity and image.

Crisis Situation: Any emergency event or situation that threatens the health and safety of individuals, risks damage to property and/or impacts Garrett-Evangelical's reputation, integrity and image. Examples include the following:

Man-Made and Individual Crises

Civil violence and unrest

Fire, explosion

Hazardous spill and environmental situation

Mechanical equipment failure

Utility interruption or failure (electrical, plumbing, gas leak, telephone, ventilation)

Water damage

Natural Disasters

Earthquake

Fire

Flood

Lightning

Snowstorm/winter freeze

Tornado

Behavioral

Active shooter

Bomb threat or real bombing

Crime such as murder, rape, kidnapping, assault, robbery

Demonstration, boycott, sit-in

Elimination of a course or program

Harassment

Hostage situation

Sniper situation

Suicide

Workplace violence

Crisis Objectives and Guidelines

Objectives

1. Act immediately to protect the lives and health of all individuals, especially employees and students, from possible dangers.
2. Minimize injury or damage to people or property associated with Garrett-Evangelical.
3. Provide for fast, efficient and appropriate dissemination of information to all audiences.
4. Maintain and protect Garrett-Evangelical's image, reputation and integrity.

Guidelines

1. How Garrett-Evangelical reacts is as important as what happened. It is extremely important to seriously consider the consequences of all decisions and actions.
2. Consider broad implications upfront as key seminary decisions are made. Know that the seminary will have to address difficult issues, and we must be prepared to explain tough decisions. Because any and all communications made during a crisis can affect the seminary on a short-term as well as a long-term basis, it is important for us to think ahead about how Garrett-Evangelical will communicate decisions both internally and externally.

FERPA Guidelines

The Family Education Rights and Privacy Act (FERPA or the Buckley Amendment) is the federal law that guides what information can be accessed regarding student records.

The FERPA questions that arise most often are the following:

- What information can be shared?
- With whom can information be shared?
- Does the student have to give permission for information to be shared?
- Do parents have a right to know about their student's health, well-being and behavior?

The following are basic concepts about FERPA:

1. Information can be shared within the seminary on a "need-to-know basis."
Clearly, this is subjective, but certain administrators or faculty may need to know what's happening to a student. Campus police often have a need to know, and frequently, others need to know, but careful consideration must be given to how much information is provided. Not everything needs to be shared.
2. The student does not always have to give permission for the information to be shared.
If it is determined by the seminary that someone has a need to know, then information can be shared without permission. Depending upon the situation, it may be wise to inform the student about what was shared and with whom.
3. If, during any type of a crisis situation, the health and safety of a student is at risk, it is permissible for the seminary to communicate information to the student's parents. However, it is the procedure of the seminary that the decision to contact a student's parents in a crisis situation will only be made by the Dean of Students, or the President. In this situation, a student's family must only be contacted by the Dean of Students Life or the President.
4. If you are in doubt about what can be legally shared according to FERPA, first check with the Registrar's Office. In some cases, it may be necessary to consult with legal counsel. A legal interpretation of the law regarding specific situations can be extremely helpful.

Crisis Procedures

If an immediate emergency exists, call 911. If the emergency cannot or does not need to be handled by emergency personnel, contact a member of the Campus Safety & Security Team (see below).

1. Any staff member involved in or aware of a potential or real crisis or emergency involving Garrett-Evangelical, including one of its facilities, staff members or students must notify the Campus Security & Safety Team or the staff member's immediate supervisor. Supervisors are, in turn, responsible for notifying those to whom they report. If the situation involves a student, the Dean of Students must also be notified. If an employee is involved, the Director of Human Resources must also be notified. If the situation occurs at an off-campus location, appropriate first responders should be notified such as 911.
2. When an administrator, staff person, or student receives official notification of an off campus crisis or emergency, either the Dean of Students/ Campus Security & Safety Team or the Office of Human Resources should be notified.
3. If it is determined by the President or a member of the Leadership Team that the situation is a crisis, they will determine an appropriate course of action given the situation.
4. In a disaster or crisis situation, all information should be filtered through the Office of the President. It is critical in an emergency that employees or members of the campus community be instructed not to speak to the news media unless authorized and that they be instructed to refer calls to the Office of the President.

Campus Safety & Security Team Members

Barbara Adams 847-866-3939 / Barbara.adams@garrett.edu
Cheryl Larsen 847-866-3994 / Cheryl.larsen@garrett.edu
John Carter 847-866-3994 / john.carter@garrett.edu
Jim Noseworthy 847-866-3952 / jim.noseworthy@garrett.edu
Cynthia Wilson 847-866-3936 / Cynthia.wilson@garrett.edu
Kay Burlingham 847-866-3988 / kay.burlingham@garrett.edu

Leadership Team

Phil Amerson, President – phil.amerson@garrett.edu
Lallene Rector, President Elect - ljr@garrett.edu
Erin Moore, Executive Administrative Assistant to the President - erin.moore@garrett.edu
Stephen Ray, Interim Academic Dean - stephen.ray@garrett.edu
Jim Noseworthy, Vice President for Administration and External Affairs - jim.noseworthy@garrett.edu
Becky Eberhart, Associate Vice President for Enrollment Management - becky.eberhart@garrett.edu
Cynthia A. Wilson, Dean of Students - cynthia.wilson@garrett.edu
David Heetland, Vice President for Development - david.heetland@garrett.edu
Dale McClain, Chief Financial Officer - dale.mcclain@garrett.edu

EMERGENCY PHONE NUMBERS

Northwestern University Police 911
Northwestern University Police/Non-emergency 847-491-3254

Personal Concerns: Student Issues, Hospitalizations, Emergency Notifications, ETC.

<u>Day & Evening Contacts</u>	<u>Office</u>	<u>Cell</u>
1. Cynthia Wilson	847-866-3936	404-713-8603
2. Barbara Adams	847-866-3939	847-650-5834
3. John Carter	847-866-3995	847-691-4290

FOR ALL EMERGENCIES

CALL & CALMLY STATE

- ◆ Your name
- ◆ The building and location of the emergency
- ◆ The nature of the emergency (sickness, bodily injury, fire, chemical spill, etc.)
- ◆ Hazards present that may affect responding emergency personnel
- ◆ A phone number near the scene where you can be reached.
- ◆ Wait for instructions from emergency response personnel.
- ◆ In the case of evacuation:

Do not re-enter the building until told it is safe to do so.

After Hours Emergency Procedures: Fire Theft, Injuries or Vandalism

Step 1: Call 911 and give specific information of location and nature of call.

Step 2: Notify the Office of Building and Grounds by calling the following numbers, listed in order of succession, until you speak with someone. Remember to leave a message if there is no answer at each number so your call can be returned.

	<u>Cell</u>	<u>Home</u>
1. John Carter	847-691-4290	847-328-7185
2. Zak Grahovac	847-791-0141	847-492-0502
3. Cheryl Larsen	847-866-3994	cheryl.larsen@garrett.edu

Step 3: Return to the location of the emergency to be available for police, fire department, ambulance, etc. for further information. If possible, position another trusted person by the phone to relay or accept additional information from seminary, Northwestern University or City of Evanston personnel.

Step 4: Subsequently, be sure that an **Incident Report** (see page 58) is registered with the Buildings and Grounds and Business Affairs, especially when the emergency involved any injuries or damage.

Maintenance Concerns

<u>Day Time</u>	<u>Office</u>	<u>E-Mail</u>
1. Cheryl Larsen	847-866-3994	cheryl.larsen@garrett.edu
<u>Extreme Emergency</u>	<u>Office</u>	<u>Cell</u>
1. John Carter	847-866-3994	847-691-4290
2. Barbara Adams	847-866-3939	847-650-5834
3. Dale McClain	847-866-3920	847- 370-0610
<u>Evenings</u>	<u>Home</u>	<u>Cell</u>
1. John Carter	847-328-7185	847-691-4290
2. Zak Grahovac	847-492-0502	847-791-0141
3. Barbara Adams		847-650-5834

On-campus Barb Adams 847-847-866-3939 or 847-650-5834.

Off-campus Apartments Only Nestor Fuentes 847-791-0172

BUILDING ACCESS

The buildings are locked and unlocked by the Buildings and Grounds Office. Administrative buildings are opened at 7:00 a.m. and locked in the evening based on the scheduled events in the building.

Administrative buildings are opened on the weekend as needed based on scheduled events.

Administrative buildings remain locked on the weekends and during school breaks when no events are scheduled. Dormitory spaces remain locked at all times. The Buildings and Grounds department maintain the buildings and surrounding areas. Exterior lighting and walkways are checked regularly. Safety and security are very important to the school and issues are addressed as quickly as possible. **Burned out lights and any safety or security concerns should be reported to the Buildings and Grounds office at 847-866-3994.**

Overview of Crisis Operations and Emergency Plan

Crisis situations must be handled quickly and efficiently. To ensure that crisis situations are handled appropriately, Garrett-Evangelical has developed a number of operational procedures to deal with specific situations. The following pages outline the specific steps that should be followed for various types of incidents to ensure that the situation is handled appropriately and effectively.

Active Shooter Guidelines

Situation	An active shooter incident occurs on campus.
Procedure	<p>If an active shooter incident occurs on campus, the following guidelines will reduce personal risk.</p> <p>If you are outside a building when an event occurs, take cover immediately, preferably inside a building</p> <p>If you are inside a building when an event of this type occurs, you should:</p> <p>Secure the immediate area:</p> <ul style="list-style-type: none">• Lock and barricade doors.• Do not stand by doors or windows.• Turn off lights.• Close blinds.• Block windows.• Turn off radios.• Keep yourself out of sight and take adequate cover/protection (i.e., concrete walls, thick desks, filing cabinets – cover may protect you from bullets).• Silence cell phones. <p>Un-Securing an area:</p> <ul style="list-style-type: none">• Consider risks before un-securing rooms.• Remember, the shooter will not stop until public safety or law enforcement authorities confront him or her.• Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.• Consider the safety of masses vs. the safety of a few.• If doubt exists for the safety of the individuals inside the room, the area should remain secured.• Know all alternate exits in your building. <p>Contacting Authorities:</p> <ul style="list-style-type: none">• Dial 911 from any telephone.• Dial (847) 866-3900 (Main Seminary Number) or contact a Campus Safety & Security Team member (see page 7) from any campus telephone.• Be aware that the Northwestern University Police (847-491-3254) are likely to be overwhelmed. Program the Evanston Police Departments phone number 847-866-5000 into your cell phone for backup. In addition, e-mail: csst@garett.edu.• Remember, most cell phones provide the ability to make an emergency call, even if they have a lockout feature. E-mail may also be an option if, under the circumstances, you are unable to speak. Campus Security & Safety Team monitors e-mail sent to csst@garrett.edu.

What to Report:

- Your specific location: building name and office/room number.
- The number of people at your specific location.
- Injuries: the number injured and the types of injuries.
- The assailant(s) location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooter's identity (if known), separate explosions from gunfire, etc

Police Response:

- The objective is to engage assailant(s) immediately.
- Evacuate victims.
- Facilitate follow up medical care, interviews, counseling.
- Investigation.

Alcohol or Drug Abuse

Situation A student or staff member receives a report of alcohol or drug abuse on campus.

Procedure The student or staff member receiving the report should identify who is making the report, where he or she may be reached, who is involved and a description of the individual, and where those involved were or are now.

The student or staff member should notify the Dean of Students (if appropriate), and the Human Resources Office (if appropriate).

The official receiving the report and his/her supervisor should follow these procedures:

- a. The appropriate person to be sent to the scene.
- b. If the person is seriously ill as the result of an apparent overdose or alcohol and/or drugs, call 911. The incident should be treated as an illness and those procedures should be followed.
- c. If the person is not seriously ill, and if the victim is a campus staff member, the victim's supervisor and Human Resources should be notified and the victim should receive whatever first aid or medical assistance is necessary. When the individual is recovered, Human Resources in consultation with the person's supervisor should take appropriate follow-up action. If the victim is a student, the Dean of Students will determine appropriate action.
- d. If controlled substances are involved, and the individual is a campus staff member, the supervisor and the Director of Human Resources should be notified, and they should receive a written warning, or if appropriate, fired. If controlled substances are involved, and the individual is a student, the Dean of Students should be notified. Students should be notified that they are violating campus rules and that appropriate actions will be taken.
- e. In consultation with the appropriate administrator/staff person(s), it should be determined whether or not the police should be called.
- f. Whenever possible, local law enforcement should be notified within 24 hours, and the controlled substance should be turned over to local law enforcement for disposal.

For information regarding communicating to others on campus about this incident, refer to the Crisis Procedures, Page 7.

Arrest

Situation

An individual is arrested by the Evanston/Cook County Police or state/federal authorities for violating a law. An individual may be arrested due to an outstanding warrant or due to involvement in an incident on campus.

Procedure

If the arrest involves a student: in general, the law enforcement agency will contact the Main number of the seminary [847 866-3900] prior to entering a residence hall or classroom with the intent to arrest a student. The person receiving information about the arrest must notify the Dean of Students (847-866-3936 / Cynthia.wilson@garrett.edu) for students and the Human Resources Office for staff.

If a student is arrested as a result of being involved in an incident on campus, the Office of the Dean of Students should be notified. If an employee is arrested, the Office of Human Resources must be notified.

If a law enforcement agency arrests a student off campus, it is not likely that the seminary will be notified.

For information regarding communicating to others on campus about this type of incident, refer to the Crisis Procedures, Page 7.

Battery and Assault

Situation

A robbery, assault, or fight occurs on campus.

Procedure

Call 911.

Buildings and Grounds should be called immediately at:

1.) Cheryl Larsen (Buildings & Grounds)

Office: 847-866-3994 **E-Mail:** Cheryl.larsen@garrett.edu

2.) John Carter

Office: 847-866-3995 **Cell:** 847-691-4290

In the event of life-threatening circumstances, the Northwestern Police Department and/or Evanston Police Department may be called. They will be in charge of the scene if called.

Law officials will arrange for emergency transportation for individuals who are injured and in need of medical attention to area hospital facilities.

The victim is informed of her/his options for assistance both within the seminary or the criminal justice system. A victim of a crime may also access support and counseling through Garrett-Evangelical's pastoral counseling services.

For information regarding communicating to others on campus about this type of incident, refer to the Crisis Procedures, Page 7.

Bomb Threat

Situation	A bomb threat is received via telephone or in writing (including suspicious packages).
Procedure	Any bomb threat should be taken seriously and reported immediately to 911 . Northwestern and/or Evanston Police Department(s) or other first responders are in charge at the scene until all appropriate actions have been taken.

If a **suspicious package** is received it should not be handled any more than necessary. Do not handle it and preserve possible fingerprints as much as possible. If a **telephone threat** is received, note the exact time of the call and attempt to write down the exact words of the caller. Ask caller to repeat information. When possible, gather as much information as possible: (i.e. When the bomb is set to explode? What kind of bomb it is? Where is the bomb located? What does the bomb look like?)

In every instance, the area of threat must be evacuated. The Director of Housing and Hospitality in consultation with Buildings and Grounds will implement a plan to provide temporary shelter for students.

For information regarding communicating to others on campus about this type of incident, refer to the Crisis Procedures, Page 7.

Civil Disturbance, Demonstration, Mass Gathering

Situation	A protest, rally, demonstration or sit-in to be held on campus.
Procedure	<p>Groups who wish to demonstrate or hold a mass gathering outdoors on the seminary campus are encouraged to complete an Event Request Form through the Office of Housing and Hospitality.</p> <p>Depending on the situation prior to the event and if students are involved, the Dean of Students may convene a meeting of various campus personnel (e.g., Special Needs, Campus Security & Safety Team, residence hall directors) to discuss how best to handle the event. Of particular importance will be a discussion of how to ensure the safety and health of the demonstrators and other faculty, staff and students.</p> <p>In the event of a crowd gathering or demonstration on campus either spontaneously or at times other than for a scheduled event, the Dean of Students and/or Campus Security & Safety Team should be notified as soon as possible.</p> <p>In the event of an employee gathering, the Director of Human Resources must be notified. (847-866-3918 / jean.crawford@garrett.edu).</p> <p>At the scheduled or unscheduled mass gathering of students, the Dean of Students or designated staff will announce to the group that the seminary encourages and values the free exchange of ideas, but that the seminary will not tolerate any attempt by any individual, group or organization to disrupt the regularly scheduled activities of the seminary.</p> <p>Campus Security & Safety Team, designated administrators and/or staff members should remain in the area until released.</p> <p>The Northwestern University Police or Evanston Police Department may arrest individuals who disrupt the regularly scheduled activities of the seminary.</p> <p><i>For information regarding communicating to others on campus about this type of incident, refer to the Crisis Procedures, Page 7.</i></p>

Communicable Diseases and Incidents of Food Poisoning

Situation Includes identification of actual cases or suspected “clusters” of communicable diseases, including but not limited to, pandemic flu, influenza-like illness, gastrointestinal illness, meningitis, tuberculosis or any other reportable communicable disease as identified by the Cook County Health Department (excluding sexually transmitted disease); a pandemic alert issued by CDC, or suspected food poisoning.

Procedure Actual and suspected cases of a communicable disease and suspected food poisoning should be reported immediately to the Dean of Students and/or a member of the Campus Security & Safety Team (see page 7).

Information communicated from the Cook County Health Department regarding communicable disease patterns within our immediate or surrounding community, or information pertaining to a food poisoning situation, should be immediately reported to the President and Leadership Team. (see page 7)

The Dean of Students will consult with the Cook County Health Department regarding the appropriate response for the campus community, and then communicate the health department’s recommendations to the Dean of Students. If it is determined that food poisoning is a result of food served on campus, the Dean of Students/ Campus Security & Safety Team will contact the foodservice manager.

In collaboration with Housing and Hospitality, the Campus Safety & Security Team will be responsible for issuing health guidelines and alerts.

For information regarding communicating to others on campus about this type of incident, refer to the Crisis Procedures, Page 7.

Death of a Close Family Member of a Student

Situation	Notification is received that a family member of one of our students has passed away. In some cases, the family is simply informing us of the death. In other cases, the family is requesting that we tell the student of the death, or the parents or relatives are informing us that they are about to call the student with the news and are requesting that a staff member be there when the student receives the call. Whatever the situation, we make every attempt to respond to the family's request if we can be of assistance.
Procedure	<p>If the family is requesting that a Garrett-Evangelical staff member notify a student of the death of a close family member or if the family is requesting that someone be with the student when they tell him/her of the death, the Dean of Students/Campus Security & Safety Team contacts the most appropriate staff member. Possible staff members include a residence hall director, a member of the Campus Security & Safety Team, Pastoral Counseling Team and/or another staff member who knows the individual well. If the family is simply notifying us that the death has occurred, we respond to the family's request for assistance as needed.</p> <p>If necessary, the Director of Housing and Hospitality/Residence Hall Assistant, Campus Security & Safety Team member will assist the dean in locating the student.</p> <p>If needed, the Dean of Students in collaboration with the Business Office will assist the student in arranging travel home.</p> <p>The Dean of Students will offer to notify the student's professors regarding missed classes, homework, etc.</p> <p>The Dean of Students will arrange for appropriate personnel to provide follow-up counseling with those individuals affected by the event. Residence Hall Directors should be aware of the potential needs of those students/friends who are grieving, and encourage them to consult with Pastoral Counseling Team regarding intervention steps.</p> <p><i>For information regarding communicating to others on campus about this type of incident, refer to the Crisis Procedures, Page 7.</i></p>

Death of a Student

Situation	Death of a student on or off campus.
Procedure	<p>In the event of a student death on campus, call 911 immediately, and then notify the Dean of Students (847-866-3936 / Cynthia.wilson@garrett.edu) / Campus Security & Safety Team. (see page 7).</p> <p>After the scene of the incident is secure, Northwestern and/or Evanston Police Department(s) or other first responders will notify the Dean of Students/ Campus Security & Safety Team. For example, an outside agency, parents, or other family members may contact the seminary.</p> <p>If the death occurs on campus, the Dean of Students / Campus Security & Safety Team must be contacted. . <u>Do not go to the scene.</u></p> <p>It may be necessary to temporarily (or permanently) relocate a roommate or suitemates, in which case the Director of Housing and Hospitality will be in charge of moving the student(s).</p> <p>The Dean of Students or her/his designee will contact the family on behalf of the seminary if the death occurs off campus. Local authorities will dictate the timing of that contact.</p> <p>The family will be given the opportunity to meet with seminary officials and staff as requested or needed. The Dean of Students or her/his designee will talk with the family and arrange a visit to campus if needed or desired. The Dean of Students will designate a staff member to escort the family while on campus and/or in Evanston when appropriate.</p> <p>The Dean of Students or her/his designee will also assist the family with packing and shipping of the deceased student's personal belongings.</p> <p>Continuing attention to students and staff who were involved before/during/after the incident will take place.</p> <p><i>For information regarding communicating to others on campus about this type of incident, refer to the Crisis Procedures, Page 7.</i></p>

Domestic Violence

Situation

A person is physically abused. According to the Illinois Domestic Violence Act, domestic violence is a crime. Any person who is found guilty of hitting, choking, kicking, threatening, harassing or interfering with the personal liberty of another family or household member is in violation of Illinois Domestic Violence law.

Under Illinois law, family or household members are defined as the following:

- Family members related by blood
- People who are married or used to be married
- People who share or used to share a home, apartment or other common dwelling
- People who have or allegedly have a child in common or a blood relationship through a child in common
- People who are dating or engaged or used to date, including same-sex couples
- People with disabilities and their personal assistants

Partner abuse is a crime against individuals and society. It crosses all socio-economic boundaries. Battered persons need advocates for their needs and rights to ensure safety, protection, and fulfillment of basic human needs. In fact, Illinois State Law mandates that medical personnel offer to a person suspected to be a survivor of abuse, immediate and adequate information regarding services available to survivors of abuse.

Procedure

In an event of domestic violence call 911 immediately.

Once a student is identified (through self-reporting, observed behavior and/or identification of risk factors) as a battered person, the Dean of Students should be notified. Immediate medical and counseling assistance will be offered through the Office of Student Life in consultation with the faculty of Pastoral Counseling and Psychotherapy faculty as appropriate.

Employee related issues should be referred to the Director of Human Resources.

First responders (administrators, staff or law enforcement) will assess the situation and take appropriate action. In cases of domestic violence, if the Northwestern University Police or Evanston Police Department respond first, the police officers in the State of Illinois are empowered to arrest an offender regardless of the victim's desire to pursue criminal charges. In the case where there is visible injury to the victim and the officer has reason to believe that the offender caused the injury, the officer may make the arrest and sign the complaint if the victim is unwilling to do so. The Dean of Students (847-866-3936 / Cynthia.wilson@garrett.edu) should be notified when the victims or offenders are students. If the victim or offender is an employee, the Director of Human resources

should be notified (847-866-3918 / jean.crawford@garrett.edu).

If the student or employee requires hospitalization, an ambulance may be called if no other means of transportation is available.

STUDENTS OR EMPLOYEES MAY NOT TRANSPORT INJURED PERSON(S).

If a person refuses to be transported by public emergency services, they must sign a waiver indicating such. (see page 48) In case of a life threatening emergency, public emergency services will transport the injured.

In addition, the following guidelines apply:

- a. The victim is advised that if he/she chooses to press charges in the future, he/she should be evaluated at the nearest hospital (*See hospital listings on page 49*) where photographs of the victim can be taken in a way that conforms to the demands of the legal system.
- b. The Dean of Students in consultation with the appropriate staff (for students) or the Director of Human Resources (for employees), will discuss a number of options with the victim, including a safe place to go, infirmary admission, shelters, counseling and other appropriate community services.

If the victim chooses to seek counseling, the appropriate administrator and/or staff person can assist with the development of a safety plan including an immediate safe space to go, infirmary admission, shelters, counseling, police involvement and other appropriate community services. If the victim chooses not to file a police report, she/he should be encouraged to contact the Domestic Violence Hotline 877-863-6338 for support and assistance.

If the alleged offender is a student living in the residence halls, the Dean of Students / Campus Safety & Security Team may remove the alleged offender from the residence halls pending the adjudication of the matter through legal channels and/or the Special Needs Committee. Alternatively, the alleged victim may be confidentially relocated to other accommodations on campus.

If the alleged offender is a staff or faculty member the Director of Human Resources will help determine the means of maintaining appropriate separation until the matter is resolved. For additional information, see Human Resources policies at www.garrett.edu.

HR 101: Anti-Harassment and Anti-Sexual Harassment
HR 340: Leave of Absence—Victims of Domestic and Sexual Violence

For information regarding communicating to others on campus about this type of incident, refer to the Crisis Procedures, Page 7.

Evacuation Procedures

Situation	The campus needs to be evacuated due to a crisis situation.
Procedure	<p>The President or a member of the Leadership Team will determine if and when some or all of the campus needs to be evacuated due to a crisis situation</p> <p>Factors affecting the decision should include local law enforcement, availability of transportation, the risks of remaining on campus, alternative sources of any disrupted supplies or services, availability of alternate housing, and the anticipated duration of any disrupted services or emergency.</p> <p>If an evacuation is ordered, the following procedures will be followed:</p> <ol style="list-style-type: none">a. Designate leaders to prepare a list of all employees and students, confirming their presence, condition, and location. Lists may be given to the Vice President of Administration and External Affairs. (see page 7)b. The Dean of Students / Campus Safety & Security Team in consultation with the Registrars' Office (students) or Human Resources (Staff) will handle family inquiries about the status of any student or employee being evacuated.c. If conditions permit and students or employees choose to return, the President or her/his designee shall determine when it is safe to do so.

For information regarding communicating to others on campus about this type of incident, refer to the Crisis Procedures, Page 7.

Fire, Earthquake

Situation A fire breaks out in a seminary facility or damage occurs due to an earthquake.

Procedure

Fire All campus buildings have fire alarm systems that will automatically activate in the event of a fire. Loder Hall, Old Dorm, and Stead Hall also have sprinkler systems that will automatically activate. When the system is activated the alarms will sound and the strobe lights will flash. When any part of the fire alarm system is activated it automatically notifies a monitoring company. The monitoring company will dispatch the fire department and call Buildings and Grounds. If the fire alarm does not activate soon enough in a fire emergency it can be activated manually by pulling the bar on a fire alarm pull station.

When the fire alarm goes off, the first priority is evacuating the building and, if possible, assisting students and others in immediate danger. Students and/or staff who are injured or need medical attention will be transported to area hospital facilities by fire department ambulance.

The Dean of Students / Campus Safety & Security Team will arrive on site to assess immediate needs.

If the fire occurs in a residence hall and students cannot safely be housed in the facility, the Director of Housing and Hospitality, in consultation with the Dean of Students and Buildings and Grounds, are responsible for developing and implementing a plan to temporarily house students in another location.

Earthquake

Emergency vehicles will transfer injured persons to area hospital facilities.

In the event of an earthquake, the following guidelines are provided:

- a. When the shaking begins, immediately take cover under something sturdy. If you cannot reach cover, brace yourself in an interior doorway or crouch in an interior corner away from windows, tall shelves or cabinets. Stairwells and corridors do not offer adequate protection from falling ceiling fixtures.
- b. If you are outdoors, move away from the sides of buildings, overhead wires and other hazards.
- c. Expect the intensity of the shaking to fluctuate. It may increase and decrease several times before dying out.
- d. When the shaking stops, check yourself and others for injuries. Report serious casualties or hazards to

Buildings and Grounds: 847-866-3994.

- e. Expect aftershocks.
- f. If you are sure there is a safe path out of the building, leave the building. If you evacuate the building, remain with other staff and/or students at a safe location.

If students cannot be housed safely in the residence halls, the Director of Housing and Hospitality, in consultation with the Dean of Students and Building and Grounds, is responsible for developing and implementing a plan to temporarily house students in another location.

For information regarding communicating to others on campus about this type of incident, refer to the Crisis Procedures, Page 7.

Harassment

Situation	An individual feels a student, an employee, or an outside agent has harassed him.
Procedure	Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, religion, creed, ancestry, national origin, age, physical or mental disability, marital status, sexual orientation, gender identity or other protected group status. Additionally, the seminary will not tolerate harassment based upon an individual's physical characteristics.

Any employee or student of the seminary who feels that he/she has experienced or witnessed harassment should notify one or more of the following seminary officials: their supervisor, the Director of Human Resources, the Dean of Students and/or any official designated by the President. Check the Human Resources policy book (www.garrett.edu/hr) or the Student Life Handbook (www.MyGETS@garrett.edu) for a complete listing.

The seminary provides support services for persons who have been victims of harassment.

When students are involved, the Dean of Student Life, in consultation with the Dean of Academic Affairs / Special Needs Committee will coordinate the investigation. If it is an employee issue, the Director of Human Resources will coordinate the investigation. If neither the Dean of Students nor the Director of Human Resources is immediately available, the Vice President of Administration and the Chief Financial Officer will begin the investigation.

Garrett-Evangelical forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation. If any employee or student of the seminary feels that he/she has been retaliated against, he/she should notify any of the individuals above.

For information regarding communicating to others on campus about this type of incident, refer to the Crisis Procedures, Page 7.

Hostage Situation

Situation	Individuals are taken hostage in any seminary building or venue.
Procedure	<p>In the event of a hostage situation or a potential hostage situation, the following procedures should be followed:</p> <ol style="list-style-type: none">a. Immediately remove yourself from any danger.b. Call the 911.c. Be prepared to provide the following information:<ul style="list-style-type: none">--location and room number of incident--number of possible hostage takers--physical descriptions and names of hostage takers--any weapons the hostage takers may have--your name--your location and telephone number

The Northwestern University Police and/or Evanston Police Department will be in charge at the scene of the incident until all appropriate actions have been taken. All administrative offices should designate building captains to be contacted with appropriate evacuation information.

Seminary personnel may be called upon to assist the Northwestern University Police and/or Evanston Police Department with the evacuation process.

For information regarding communicating to others on campus about this type of incident, refer to the Crisis Procedures, Page 7.

Illness, Accident, Hospitalization

Situation	An individual becomes ill or is involved in an accident (includes auto and recreational).
Procedure	<p data-bbox="552 357 1443 556">If the individual appears to be in a life-threatening situation, the first person on the scene should call 911 immediately. If an accident has occurred, the individual should not be moved unless there is an immediate danger. The Dean of Students / Campus Safety & Security Team should also be notified and will direct the seminary's response, which may include calling EMS.</p> <p data-bbox="552 598 1443 787">The Dean of Students / Campus Security & Safety Team should be notified of all incidents, even those considered non-emergency, so that they can perform necessary follow-up. As an example, if someone slipped on a sidewalk and was injured, they would note the condition of the sidewalk at the time of the incident and ensure that the situation was resolved.</p> <p data-bbox="552 829 1443 924">If a student is involved, the Dean of Students/ Campus Security & Safety Team should be notified. An Incident Report should be filed no later than the next business day.</p> <p data-bbox="552 966 1443 1029">The decision to contact the student's family or other seminary personnel is made by the Dean of Students / Campus Safety & Security Team.</p> <p data-bbox="552 1060 1443 1129"><i>For information regarding communicating to others on campus about this type of incident, refer to the Crisis Procedures, Page 7.</i></p>

Intruder

Situation A report is received of an intruder, such as a trespasser, peeping Tom, or unknown person on the campus.

Procedure Call 911.

Buildings and Grounds / Campus Safety & Security Team should be contacted immediately.

Be prepared to provide the following information:

- a. Where is or was the intruder?
- b. A description of the intruder(s) when possible.
- c. Information about what the intruder is/was doing.
- d. The name of the individual filing the report and how he/she can be reached.

For information regarding communicating to others on campus about this type of incident, refer to the Crisis Procedures, Page 7.

Mental Health Problem – Non-Imminent Danger

Situation An individual is experiencing an emotional problem that does not appear to be life threatening to self or others.

Procedure *For students:*
Contact the Dean of Students / Campus Security & Safety Team member (see page 7).

Encourage the individual to seek professional consultation. Staff will meet with the person to assess the individual's needs and provide recommendations for treatment options, whether they be short-term counseling at Counseling Services and/or a referral to community resources.

Staff members are encouraged to consult with the Dean of Students during office hours regarding any questions they may have regarding students of concern.

If a student is involved, to have some assurance of the continuity of the referral, staff may encourage the student to seek Pastoral Care and Counseling through the Office of Student Life while the distressed student is present with the staff member. Staff may also consider walking with the student to the appropriate office, depending on the nature and severity of the concern.

If after hours or Dean of Students / Campus safety & Security Team member are unavailable, the student may be encouraged to call the Crisis Line at Dial 311 or 847-448-4311. This service is available 24 hours a day and can also be used by faculty/staff for consultation with concerns about a student or co-worker. The situation need not be considered an immediate "crisis" to utilize the Crisis Line. The service is available regarding any type of mental health concern.

Note: State and Federal law and professional ethic codes protect the confidentiality of all student information, records and contacts with Counseling Services. While staff and faculty are welcome to speak with the counselor and share any important information regarding a student, it is the student's decision whether the counselor may release any information (including treatment attendance) back to faculty, staff and/or family if the student is 18 years of age or older. In general, written consent to release information must be obtained from the student.

However, three exceptions to the law exist:

- a) if a student is in danger of hurting self or others (example: imminent danger of suicide or homicide).
- b) if student records are ordered by a court of law.
- c) if child or elder abuse is suspected.

For information regarding communicating to others on campus about this type of incident, refer to the Crisis Procedures, Page 7.

The decision to notify the individual's family or other seminary personnel will be made in collaboration with the individual if possible. Ethical and legal stipulations prohibit mental health professionals from releasing personal information once the individual's safety is ensured (i.e. hospitalized). However, in the case of students the Dean of Students will make every attempt to obtain the student's consent to release information when appropriate. Depending on the circumstances, the Dean of Students may have contact with the student while hospitalized. Staff will work cooperatively with the student, hospital and outpatient providers to develop a treatment plan.

The Dean of Students will address issues including notification of professors of the student's absence, arrangements to complete academic work, conditions of re-entry to the seminary, support services for the student, arrangements for ongoing mental health treatment, etc., depending on the situation and needs of the student.

The seminary reserves the right to require ongoing mental health treatment as a condition for re-entry when a student has been hospitalized and/or medically withdrawn due to reasons of imminent danger to self or others.

For information regarding communicating to others on campus about this type of incident, refer to the Crisis Procedures, Page 7.

Missing Resident Student

Situation A student is reported missing.

Procedure In accordance with the Higher Education Opportunity Act the following provisions are in place should a student be deemed missing.

Immediately notify the Dean of Students / Campus Security & Safety Team member (see page 7).

The seminary will:

- Notify the appropriate law enforcement agencies no later than 24 hours after a student is determined to be missing.
- Notify the emergency contact listed by the student no later than 24 hours after a student is determined to be missing.

All students have the right and are strongly encouraged to identify an individual to be contacted within 24 hours, should such an event occur. Contact information can be filed with the Office of the Registrar or Housing and Hospitality Office. Please note that for students who are under 18, the institution is required to notify a parent or guardian.

If a student is reported missing, the Dean of Students takes the following action:

- a. Talks with the missing student's roommate, friends or residents of the floor to find out if anyone has seen the student or knows of his/her whereabouts.
- b. If the student lives in a residence hall, checks with Food For Thought to determine if the student has been eating his/her meals.
- c. Contacts the student's instructors to see if he/she has been attending class.
- d. Determines if the student has an on- or off-campus job. If so, check with his/her employer.
- e. If the student has a car, request that Northwestern University Police and Evanston Police look for the car.
- f. Contacts the local hospitals to see if the student has been hospitalized.
- g. If the initial information regarding the student's whereabouts came from a source other than the student's family, the Dean of Students, the Director of Housing and Hospitality may call the student's emergency contact to determine if there has been any contact.

If after taking all of the above steps uncertainty still exists about the student's whereabouts, the Dean of Students determines whether to notify local police and/or the student's family.

If the student cannot be located or is located and is injured or deceased, the Dean of Students / Campus Safety & Security Team coordinates follow-up by the appropriate staff to the living group unit or other faculty, staff or students affected by the incident.

For information regarding communicating to others on campus about this type of incident, refer to the Crisis Procedures, Page 7.

Suicide of a Student

Situation

A student on or off campus commits suicide.

Procedure

If the suicide occurs and the deceased student is discovered on campus, 911 should be called immediately. After securing the scene of the incident, the Dean of Students / Campus Security & Safety Team will be notified.

If the suicide occurs on campus, the Dean of Students / Campus Security & Safety Team will assess situational needs, including safety and security issues, counseling support, etc.

Do not go to the scene.

It may be necessary to temporarily or permanently relocate a roommate. If so, the Director of Housing and Hospitality will be in charge of moving arrangements.

If the suicide occurs off campus, notification may come through a number of channels. For example, the seminary may be contacted by an outside agency; family members or friends. The Dean of Students, in collaboration with the President's Office will direct the seminary's response. Depending on the situation, the Dean of Students may contact appropriate sources to help verify information.

If the student lived on campus, but the suicide occurred off campus, the Dean of Students / Campus Safety & Security Team will meet with those students and staff in the seminary community who are affected by the event.

The Dean of Students / Campus Safety & Security Team will contact the family on behalf of the seminary. The local authorities will dictate the timing of that contact.

The family will be given the opportunity to meet with the appropriate seminary officials and staff as requested or needed. The Dean of Students will designate the appropriate persons to assist the family with packing and shipping the deceased student's personal belongings.

Continued monitoring of the emotional state of students/staff who were involved before/during/after the suicide will take place.

For information regarding communicating to others on campus about this type of incident, refer to the Crisis Procedures, Page 7.

Vehicle Accident – On-Campus

Situation	A report is received of a vehicle accident on campus.
Procedure	<p>Call 911 immediately.</p> <p>An ambulance should be called if needed. Northwestern University Police will gather information, including the location of the accident, vehicles involved, and injuries involved. If needed, NU security officers will assign staff to direct traffic, control on-lookers, and guide emergency vehicles.</p> <p>For accidents occurring on any public street, the Evanston Police Department should be notified immediately. For accidents occurring on campus property, the Northwestern University Police will be called.</p>

Other steps to be followed:

Ensure that the injured are not moved unless not moving them would endanger their life.

Pending the arrival of the ambulance, see that appropriate first aid is rendered for any life-threatening situations where possible (i.e. severe bleeding).

If a campus vehicle is involved, make sure appropriate insurance information is obtained and photographs of the scene are taken. In addition, they will forward a copy of the report to Buildings and Grounds.

For information regarding communicating to others on campus about this type of incident, refer to the Crisis Procedures, Page 7.

Vehicle Accident – Off-Campus Involving a Campus Vehicle

Situation	A report is received of an off-campus accident involving a campus vehicle.
Procedure	<p>The local police department (911) should be contacted immediately. Call an ambulance if needed.</p> <p>As much information about the incident as possible should be obtained.</p> <p>If the accident involves injuries to staff members or students, ensure that arrangements for medical treatment are made including obtaining permission forms stored on campus. Appropriate notifications include the Dean of Students and/or Campus Safety and Security Team members. The Vice President of Business Affairs should be notified as well as the insurance company.</p> <p>If the accident only involves property damage, arrange transportation for uninjured persons, arrange for the removal of damaged campus vehicles, make sure necessary information and documentation is obtained, see that an incident report is completed, and file an insurance claim if necessary.</p> <p>The Office of Buildings and Grounds will properly investigate the accident in order to determine appropriate follow-up action.</p>

For information regarding communicating to others on campus about this type of incident, refer to the Crisis Procedures, Page 7.

Weather Emergencies – Tornado and Snow

Situation

A tornado touches down on campus or heavy snowfall occurs.

Procedure

Tornado

The National Weather Service issues tornado watches and warnings. When a watch is issued conditions are favorable for a tornado to form. You should monitor the weather on local television or radio for updates and instructions. You can also monitor alerts on your cell phone by downloading apps designed for this purpose. The City of Evanston also monitors the weather and there is normally helpful information available on their website. When a warning is issued a tornado has been sighted and you should take shelter immediately. In the event of an impending tornado, the Civil Defense sirens will sound throughout the area for a continuous three-minute unwavering blast. These sirens are only sounded in the event a tornado has been sighted by the weather service or local authorities and Evanston is in the path of an approaching tornado. (Note: Sirens are tested weekly throughout the year on Tuesdays at 10 a.m.)

Buildings and Grounds, along with other Garrett offices, will also monitor the weather. When possible, information regarding instructions and preparation will be communicated to the Garrett community. As tornados often form or strike quickly this is not always possible so individuals need to take action quickly as indicated below.

- a. Immediately seek shelter in the lowest level of the building you are in, preferably a basement. Proceed to an interior room away from windows and glass doors to help prevent injury from flying debris. Protect your head and eyes with your arms if debris is flying. If you are outside seek shelter in the closest building.
- b. It is important not to leave a sheltered area until the threat of the tornado has passed.
- c. In the event of casualties, call 911.

Notify Buildings and Grounds and the Dean of Students as soon as possible.

Once the appropriate personnel arrive on site, he or she will consult with Campus Security & Safety Team and assess immediate needs, including safety and security issues, counseling support, etc.

It may be necessary to evacuate buildings. If so, Buildings and Grounds and Campus Security & Safety Team will help to facilitate the evacuation.

If students cannot be housed safely in a residence hall, the Director of Housing and Hospitality, in consultation with the Dean of Students and Buildings and Grounds, is responsible for developing and implementing a plan to temporarily house students in another location.

Snow

No special arrangements are made in the event of heavy snow. Automobile drivers are encouraged to use public transportation, as parking on and off campus may be difficult.

It is the policy of Garrett-Evangelical to keep the seminary open for instruction if at all possible. The seminary will be open for classes unless otherwise announced. The President's Office or designee will make the final decision to cancel morning classes by 5 a.m., and the decision to cancel evening classes must be made by 2:30 p.m.

Students and staff are encouraged to:

- Listen to the local radio and television stations for accurate information regarding school closings.
- Call the main seminary phone number (847-866-3900).
- Develop a telephone tree in the event of a school closing.
- Check the seminary Web site (www.garrett.edu).
Seminary Communications is responsible for posting the closing on the Web site.
- Consult Emergency Closing Center Web site (www.emergencyclosings.com) or by calling the center at 847-238-1234.
- Consult the following stations for broadcast, through the Emergency Closing Center:

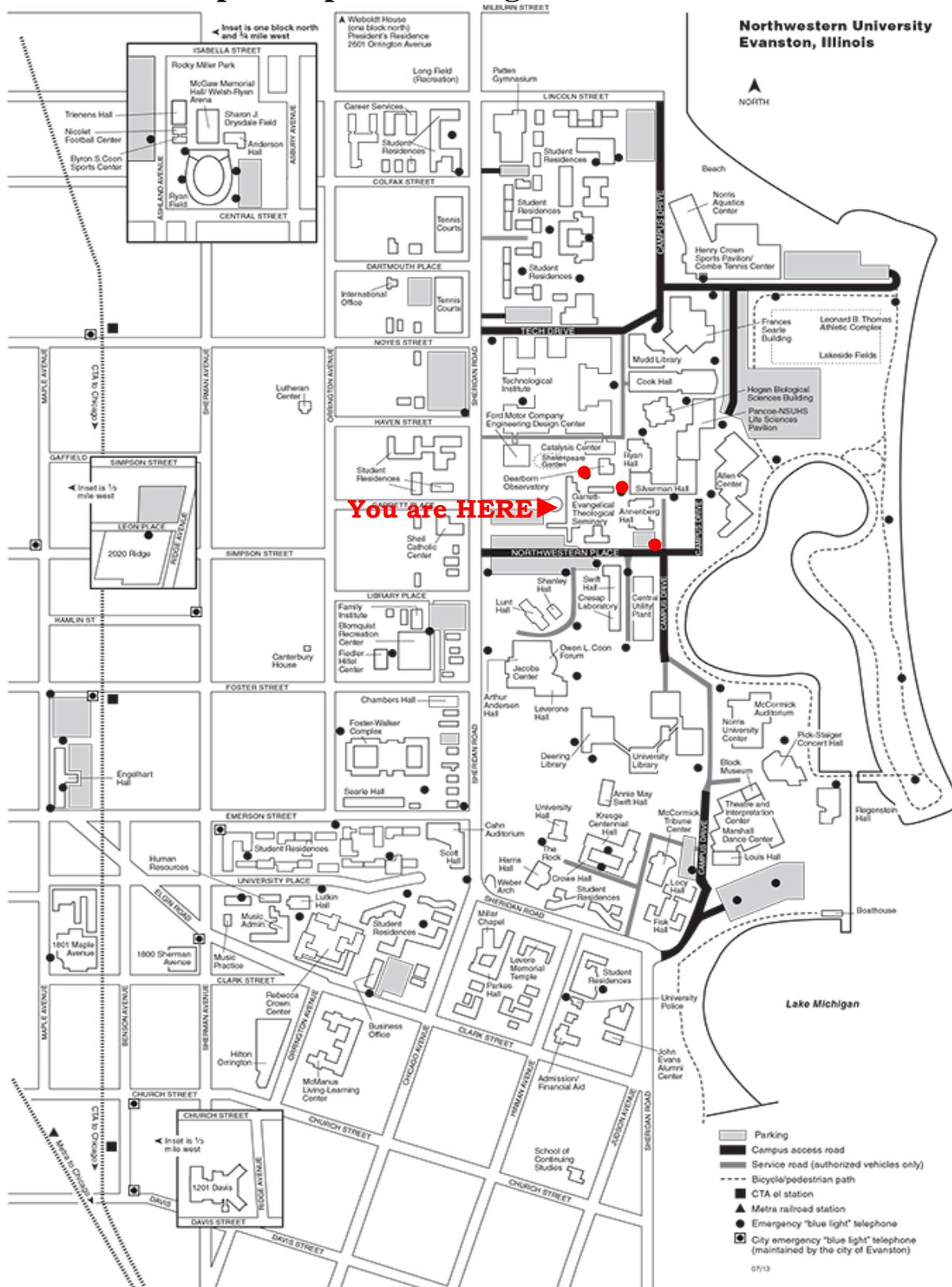
WDEK-FM 92.5
WKKD-FM 95.9
WBBM-FM 96.3
WMAQ-AM 670
WGN-AM 720
WBBM-AM 780
WLS-AM 890
WBIG-AM 1280
WLBK-AM 1360
FOX Channel 32
CBS Channel 2
NBC Channel 5
ABC Channel 7
WGN Channel 9
CLTV Cable News

For pre-recorded road condition information, call 800-452-IDOT (4368). In addition, for road and traffic conditions, check the State of Illinois Traffic Safety Web site at www.illinois.gov/safety/traffic.cfm

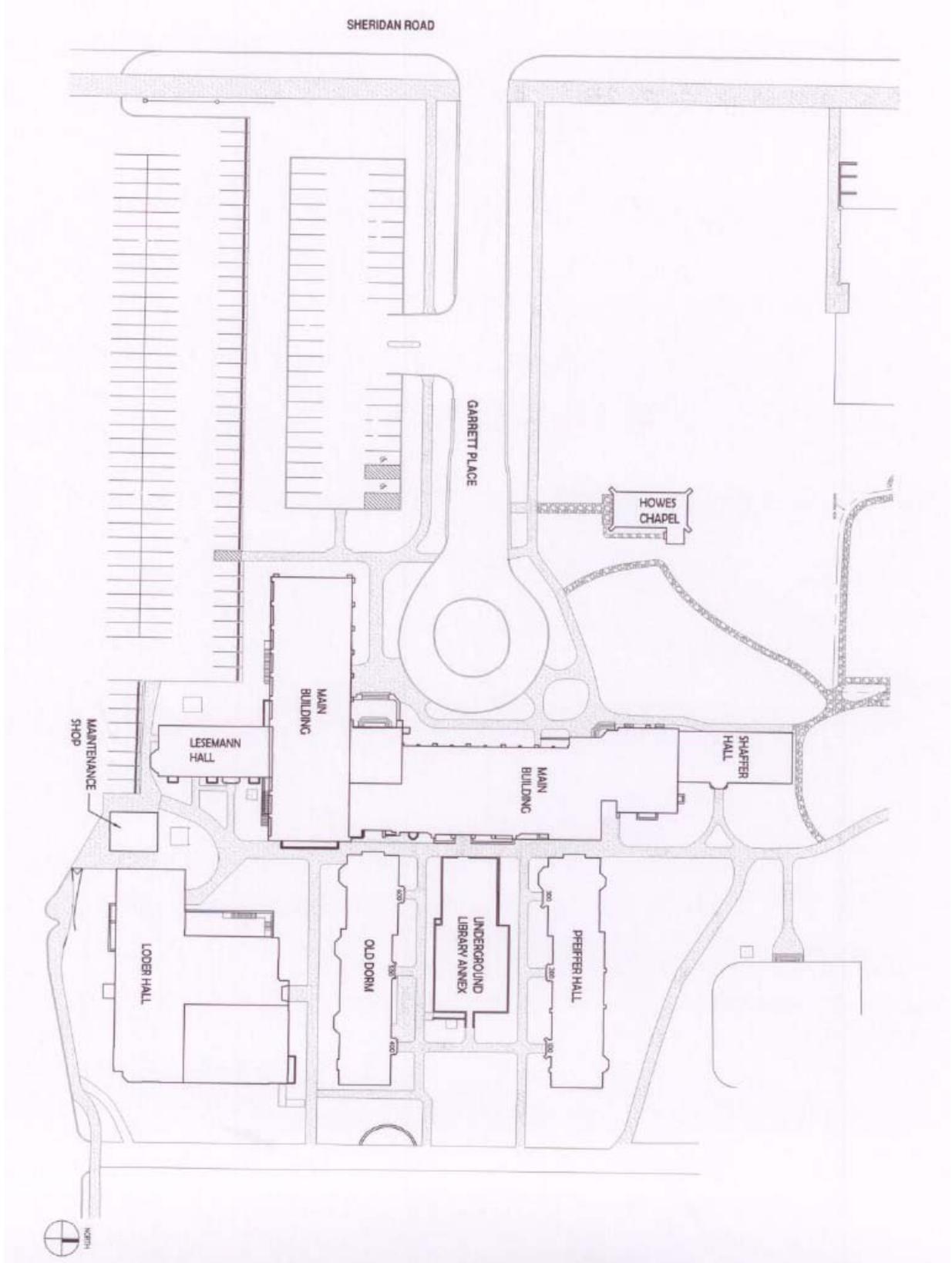
Crisis Communications Plan: Overview

With any crisis situation comes the need to respond properly and promptly to the community and the media. It is the seminary's philosophy that open and honest communication is the cornerstone of good crisis management. The desired outcome is to maintain confidence and trust in the institution by providing as much information as possible, answering questions truthfully and communicating pertinent information to key audiences.

Evanston Campus Map / ● Blue Light Phone Locations



Garrett-Evangelical Campus Map



Loder Hall Rescue Locations

AREA OF RESCUE LOCATIONS

ZONE 1: FOURTH FLOOR WEST.

ZONE 2: THIRD FLOOR WEST

ZONE 3: SECOND FLOOR WEST

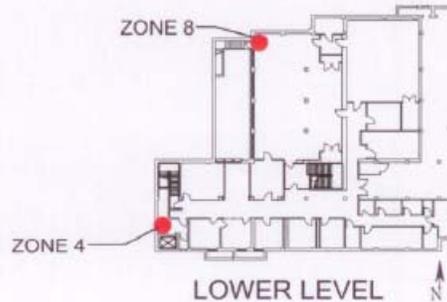
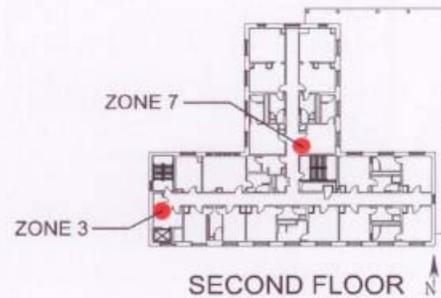
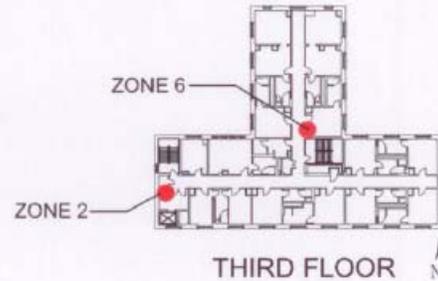
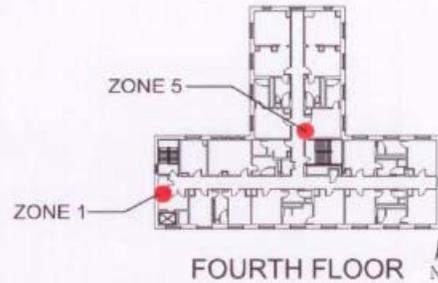
ZONE 4: LOWER LEVEL WEST

ZONE 5: FOURTH FLOOR EAST

ZONE 6: THIRD FLOOR EAST

ZONE 7: SECOND FLOOR EAST

ZONE 8: LOWER LEVEL EAST



LODER HALL
2121 SHERIDAN ROAD
EVANSTON, IL

Incident Report

Name and contact information for person submitting report:

Date and time of incident:

Location of incident:

Description of Incident:

Was there personal injury?

If yes, please describe.

Who was the incident reported to?

Date received by Buildings and Grounds:

Send completed form and e-mail to CSST@garrett.edu

Medical Emergency Waiver

If a person refuses to be transported by public emergency services, they must sign a waiver indicating such. In case of a life threatening emergency, public emergency services will transport the injured.

I _____ have refused emergency service provided by the City of Evanston.

I understand Garrett-Evangelical Theological Seminary cannot be held liable for this decision.

Signature

Date

Witness Signature

Date

Witness must be Garrett-Evangelical Theological Seminary staff, faculty or administrator.

In case of a life threatening emergency: If a person refuses to sign this form the Garrett-Evangelical Theological Seminary staff, faculty or administrator should call 911.

Evanston Hospitals

**Northshore Hospital
2650 Ridge Avenue
Evanston, IL
847-570-2000**

**St. Francis Hospital
355 Ridge Avenue
Evanston, IL
847-316-4000**